

VACANCY ANNOUNCEMENT
2010 Census
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center

OPENING DATE: 03/27/2009
CLOSING DATE: 04/09/2009

ANNOUNCEMENT NO.
DUTY LOCATION:

DET 24-9-072
Cincinnati Central, OH

POSITION TITLE:

Partnership Specialist – Cincinnati Central, OH (Homeless Population)

GRADES AND SALARY RANGES:

GG-0301-07 (\$39,597-\$51,477 steps 01-10) GG-0301-11 (\$58,601-\$76,176 steps 01-10)

GG-0301-09 (\$48,434-\$62,965 steps 01-10) GG-0301-12 (\$70,238-\$91,305 steps 01-10)

Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

PROMOTION POTENTIAL:

GG-12.

NUMBER OF VACANCIES:

One.

EXCEPTED SERVICE APPOINTMENT:

This is a Schedule A time-limited appointment not-to-exceed 06/30/2010, with a possible extension.

AREA OF CONSIDERATION:

All U.S. Citizens residing in Butler, Warren, Hamilton, Clermont, and Brown counties (in Ohio).

WORK SCHEDULE:

This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY:

Anyone residing in the area of consideration (*see above*).

DUTIES:

Partnership Specialist

The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with: state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the Partnership and Data Services (PDS) Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program. Some travel will be required.

QUALIFICATIONS:

Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience or education indicated below or a combination of both.

- Specialized experience is defined as:** Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.
- Selective Factors:** This position requires the possession of specialized knowledge, skills, and/or abilities. **Only applicants who show evidence of meeting the Selective Factor will be considered for this position.** This information must be addressed in the statement for the Selective Factor listed below and **returned with your application packet.** (See attached sheet with the Selective Factor question.)
- Evaluation Criteria:** Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria. This information must be addressed in the statements for Evaluation Criteria listed below and **returned with your application packet.** (See attached sheet with the Evaluation Criteria questions.)

You may qualify for a position based on your education only, experience only, or a combination of both – as indicated below.

If you are using education to qualify for a position you **must** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

GG-0301-07: Applicants must have the experience or education indicated below or a combination.

Experience

You must have one year of specialized experience equivalent to the grade 05 level in the federal service.

Specialized experience is work experience explaining nontechnical information or providing on-the-job training on regulations, policies, or procedures to others at briefings, meetings, conferences, or hearings; **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone.

Education

Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

Experience

You must have one year of specialized experience equivalent to the grade 07 level in the federal service.

Specialized experience is work experience applying communication principles, methods, and techniques for the development of campaigns; **OR** work experience in editing technical material for targeted audience; **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers.

Education

Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

Experience

You must have one year of specialized experience equivalent to the grade 09 level in the federal service.

Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities.

Education

Three full years of graduate education or a Ph.D. directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-12: Applicants must have the experience indicated below.

Experience

You must have one year of specialized experience equivalent to the grade 11 level in the federal service.

Specialized experience is work experience conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program objectives and activities and gaining cooperation; and the ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.

Education

No substitution of education for experience is permitted.

HOW TO APPLY: Each applicant must submit:

Step One: The application; the following formats may be used:

- a. [Optional Application for Federal Employment \(OF-612\)](#), **or**
- b. A resume for this position, listing your work duties and accomplishments relating to the job for

which you are applying, **or**

c. An Application for Federal Employment (SF-171) – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- > Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. Partnership Specialist), and lowest grade acceptable (i.e. GG-0301-12) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 07, 09, 11, 12) you will need to submit a complete application packet for each grade
- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this Federal job requires U.S. citizenship**)
- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)
- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > To qualify based on education submit a copy of your college transcript along with your application
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- > Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

Step Two: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each **Selective Factor** statement. **This question must be completed and submitted along with the application.** (See attached sheet with the Selective Factor question.)

Step Three: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each **Evaluation Criteria** statement. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)

Step Four: Complete an [OF-306, Declaration of Federal Employment](#) and return with your application packet.

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12 they would submit **THREE** separate and complete application packets indicating on the paperwork which grade each application is for.

**APPLICATION
DEADLINE:**

Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin. Applications received after this date will not be considered. **Facsimile and emailed applications are not accepted.** Please do not staple your application paperwork.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

Payment of relocation expenses IS NOT authorized.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**SELECTIVE FACTORS STATEMENT FOR
PARTNERSHIP SPECIALIST (Homeless Population)**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

Use additional paper for longer answers.

Applicants are required to complete the following:
In the space below, write your experience that supports your answer.

****RETURN WITH YOUR APPLICATION****

1. Demonstrate your ability to develop relationships and productive partnership agreements with leaders in the Homeless community.

**EVALUATION CRITERIA STATEMENT FOR
PARTNERSHIP SPECIALIST**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area.**

Use additional paper for longer answers.

Applicants are required to complete the following:
In the space below, write your experience that supports your answer. In addition to listing your experience, you must include the employer's name, the title of the position, and the dates of employment.

****RETURN WITH YOUR APPLICATION****

1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.

2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.

3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.